

## Applied welfare research 2024

### Instructions for the Prisma application form Collaboration grants

#### General information

##### Prisma

All applications are submitted through the [Prisma application and review system](#). For most of the required steps, user manuals are available. We urge you to consult these when writing your application.

- [Prisma user manual »](#)
- [FAQ Prisma »](#)
- [Prisma support »](#)

##### Before you apply

Before writing your application, make sure the following conditions are met:

- You have created a personal account in Prisma
- All participating researchers have created personal accounts in Prisma
- Each participating researcher has stored personal data, CV and publications on their accounts
- Your administrating organisation has an organisational account in Prisma and has been approved as an administrating organisation at Forte. [Forte's criteria for administrating organisations »](#)
- You meet the requirements and conditions for applying as described in the text "Information about the call" on the [web page for the call »](#)

##### Language

The applications will be assessed by a review panel consisting of Swedish researchers and representatives of the public with knowledge of Swedish conditions. Applications can be written in Swedish or English.

##### Character limitations

Please observe that spaces are included in all character limitations. If you intend to copy text into the application form, we recommend making sure that the number of characters, such as the character count in Microsoft Word, matches the number of characters in the form in Prisma. Underlying formatting may be included which causes the number of characters to be inconsistent with the character count in Microsoft Word. If it does not match, you must either try to clear all formatting by copying paragraphs into Notepad or similar, or type directly in Prisma.

## Images

It is not possible to add images in the text fields, these are instead added in the field Image uploader (under Project description). Include a visible reference inside the images so that you may reference them in the text.

## Instructions for the application form

Below are step-by-step instructions for how to fill in the application form in Prisma.

### Overview

On this page of the application form you can see which parts of the application that are still missing mandatory information, either from you or your participating researchers. It also shows whether character limitations or other types of limitations have been exceeded.

## Basic information

### Project title and abstract

*Project title in Swedish (max 200 characters)*

*Project title in English (max 200 characters)*

The title should be formulated so that the project's purpose is evident and so that laymen may understand. The project title is often used on its own and should therefore be formulated with care.

*Abstract in Swedish (max 2 500 characters)*

*Abstract in English (max 2 500 characters)*

The abstract should provide an informative description of the collaboration project as a whole. It should be able to stand on its own, which is why you should make no references to other parts of the application. It is also important that laymen can understand the abstract.

### Time plan

Enter the time frame for your project.

### Subject classifications

*Keywords*

Provide 1-5 keywords for your project.

*Forte's main and subareas*

Choose a suitable main subject area and a subarea for your application. Forte reserves the right to reclassify your application.

*Alternative subarea*

You have the option of choosing an alternative subarea for your application. This subarea can have another main subject area. Forte reserves the right to reclassify your application.

*Forte's areas of coordination*

Forte is national coordinator for research in five research areas. Choose one of the areas if they apply to your application. If none are applicable for your project, choose the option no coordination area. Forte reserves the right to reclassify your application.

*SCB codes*

In order to facilitate future analysis of research funded by all Swedish research funding agencies, all applications are classified according to Statistics Sweden's standard. Select research topic in three levels.

*Sustainable development goals*

Classify your application according to the United Nations' Sustainable Development Goals. You can choose a maximum of three goals. [The United Nations' Sustainable Development Goals »](#)

**Project description****Project description***Background, purpose, objectives and added value of the collaboration project (max 6 000 characters)*

Describe the issue or need that the collaboration project addresses. Briefly describe the collaboration project's purpose and objectives, as well as any research questions. Justify the need for the collaborative project based on general problems or development needs within the social service area and/or the research field. Also describe the collaborative project's added value in relation to the participating organisations' existing missions or structures for collaboration, as well as expected value for all parties involved.

*Project realisation (max 5 000 characters)*

Describe which activities are to be carried out in the collaborative project and how and why these activities will meet the purpose and objectives. Describe which organisations will collaborate, the persons who will participate in the project and which roles they will have. Justify the requested budget. If the collaboration project refers to any specific knowledge development (research, analysis or evaluation), outline the realisation of this including methods and data. Describe how the results and learning from the collaborative project will be documented.

*Dissemination and utilisation (max 4 000 characters)*

Briefly describe how the results from the collaborative project are to be communicated and disseminated to relevant target groups, as well as what benefit/effect is expected for

the parties involved and the wider community. Also describe if any follow-up or evaluation of the collaborative project is planned.

*Image uploader (max 4 MB/image)*

Here you can upload images that illustrate parts of your project description. Include a visible reference in the image so that you can refer to it in the text. Allowed file extensions: JPG, PNG and GIF format.

## **Additional project information**

### **Sex and gender perspectives**

*Is a sex or gender perspective applicable for the planned activities?*

State yes or no.

*Explain your answer (max 2 000 characters)*

Explain your answer and describe how this is considered in the application. Please note that we are not asking for information on the project group's composition in terms of sex.

### **Ethics**

*Ethical considerations (max 2 000 characters)*

Address the ethical aspects of the research and how any ethical issues will be handled. Comment if the project will be submitted to the Swedish Ethical Review Authority or has received ethical approval. [The Ethical Review Authority »](#)

### **References**

*References for the application (max 7 000 characters)*

State references used in the application. List publications intended to support your research competence on the page *Publications*.

### **Certificates (optional)**

*Documents that confirm collaboration*

Upload documents (e.g., Letters of Intent) that demonstrate external actors' engagement in the research process. This is not required for participating researchers of the project. Please note that only one document can be uploaded and that it must be in a PDF format. If you want to submit several certificates, you must combine them into a single document.

### **Budget**

Give an account of how you plan to use the funds that you are applying for. Total budget must not exceed SEK 1 million/year and SEK 2 million in total (including indirect costs).

Costs that fall outside of the project time span are not eligible and should not be entered into the form.

### **Activity level and cost categories**

#### *Activity level in the project*

Enter the estimated activity level in percentage of full-time employment for all personnel in the project. The time set aside for each person must be adapted to the persons' project tasks. The main applicant has the scientific responsibility for the project as well as being the project leader and is therefore expected to be active in the project throughout the entire grant period. The activity level should also be specified for persons that will not be salaried through the project. If additional personnel will be recruited at a later stage and therefore cannot be named in the application, it is possible to enter "to be recruited" in the name field.

#### *Salaries including social fees*

Enter salary costs/estimated salary costs including social fees for all personnel who will be salaried through the project. Salary costs should also be specified for not yet employed personnel.

#### *Running costs*

Specify what is applied for concerning running costs and motivate the costs in the text field "Explanation of total budget". The costs estimation should be as accurate as possible. Create and name entries in the table so that it is clear what the grant will be used for.

It is not allowed to include publication costs for open access publication of research articles in the application. [Forte's guidelines for publication with open access »](#)

Costs that are not included in the indirect costs (OH), such as premises as well as equipment and material needed specifically for the project, must be specified and motivated in the text field "Explanation of total budget". If the equipment is to be used outside of the project, only costs that correspond to the use during the project life span may be applied for. If the equipment is regarded an investment, you can only apply for depreciation costs. You cannot include costs for the purchase of personal computers or other normal office equipment in the application as these are expected to be covered by the indirect costs.

Government institutions calculate their costs excluding VAT. For projects at non-governmental institutions, Forte will only reimburse VAT that constitutes a real cost for the project.

#### *Total budget*

Everything entered in the tables "Salaries including social fees" and "Running costs" is automatically summarised in the table "Total budget".

In this table, you fill in the indirect costs (OH). Report indirect costs as a separate item specifying amount per year. The model used for calculating the indirect costs should be the one used at your department.

*Explanation of total budget (max 2 500 characters)*

Write a short specification and explanation of salary costs and other costs within the project.

### **Other funding**

*Other funding for this project*

If you have applied for or received funding for similar costs and purposes from Forte or another research funder, provide information about it here. Report the name of the financier, the applicant/project leader, type of grant, the status of the funding application, ref.no. or equivalent and granted/applied amount per year.

### **Administrating organisation**

In order for you to apply, your Swedish higher education institution (HEI) or research organisation must have been approved by Forte as an administrating organisation and created an organisational account in Prisma. The approved administrating organisations are listed as choices in Prisma. From there, you can select your HEI as administrating organisation and project site for your application. When the call closes, your application will automatically be sent to your administrating organisation who must then sign the application in Prisma within 7 days. If your HEI/research organisation is missing as a choice in Prisma, it means they have not been approved as an administrating organisation and must apply to become one. [Forte's criteria for administrating organisations »](#)

### **Participating researchers**

Invite participating researchers here. Participating researchers are researchers with a doctoral degree whose participation is essential for the realisation of the planned research. They do not need to be employed by a Swedish university or college. All participating researchers must open personal accounts in Prisma and add their CV and the publications they want to use in the application. They also have to agree to their participation in the project before the call closes. If an invited researcher has not responded to the invitation in Prisma, the application cannot be submitted. Encourage your colleagues to open an account in Prisma well ahead of the call closing.

### **CV**

All CV and publication details for applicants and participating researchers are stored on the respective researcher's personal account. Under this heading, import CV-data from the personal account. The following limitations apply:

### **Educational history**

- 1 doctoral degree

- 2 research educations
- 2 basic educations

**Professional history**

- 3 employments
- 3 post-doctoral assignments
- 3 research exchange assignments
- 3 interruptions in research

**Merits and awards**

- 3 associate professorships
- 10 supervised persons (5 for participating researchers)
- 5 research grants awarded in competition (3 for participating researchers)
- 3 awards and distinctions
- 3 other merits

**Intellectual property**

- 3 intellectual properties

**Publications**

Under this heading, each researcher imports publications from their personal account. The purpose of these publications is to support the research competence of the project leader and participating researchers. Applications are limited to ten publications per main applicant and five per participating researcher.

**Register**

Register your application here. The application cannot be submitted before all compulsory fields are filled in and no limitations are exceeded.

**Contact information**

If you have any questions about the call or how to fill in the application form, please contact:

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**Olle Lundberg**, Secretary general, [olle.lundberg@forte.se](mailto:olle.lundberg@forte.se)